

## MINUTE RECORD

<b>MICHIGAN DEPARTMENT OF COMMUNITY HEALTH/OFFICE OF DRUG CONTROL POLICY (MDCH/ODCP) STRATEGIC PREVENTION FRAMEWORK/STATE INCENTIVE GRANT (SPF/SIG)</b>	
WORKGROUP NAME:	State Epidemiology Workgroup (SEW)
CLUSTER NUMBER:	N/A
DATE:	Monday August 11, 2008
TIME:	1:00 – 2:00 p.m.
LOCATION:	Conference Call
CO-LEADERS:	Corrine Miller
RECORDER:	Brenda Stoneburner

### INTENDED MEETING OUTCOME

1. Updates on items, including work Logic Model expansion and Data Repository Survey recommendations

#### KEY POINTS – DRAFT SUMMARY (NOT REVIEWED BY WORK GROUP)

THIS SECTION IS THE NARRATIVE OF YOUR MEETING. PLEASE DESCRIBE IN DETAIL WHAT HAPPENED DURING THE MEETING AND THE KEY POINTS ADDRESSED. REMEMBER, THESE NOTES ARE A COMMUNICATION TOOL. PLEASE MAKE SURE OTHERS NOT AT THE MEETING CAN GET A CLEAR SENSE OF WHAT OCCURRED.

Welcome, introductions and participants on call identified. Reviewed and approved June 20, 2008 meeting minutes as well as agenda for this meeting.

#### Update on Items from Previous Meeting:

- Information on NSDUH that was previously emailed reviewed. Corrine will follow up with OAS to see if state level (CA region) data is available yet or not.
- Meeting with DOE on MiPHY for Coalition Workgroup and SEW members has been set for August 28<sup>th</sup> at 1:30 p.m. Overall objective will be looking at how to assist DOE in making MiPHY more marketable.
- List of “Useful Documents to Re-Send” developed by the SEW reviewed. Items included the Available Data Sources for Community Needs Assessment; Adult and Underage Logic Models; “Burden Document;” Prioritization of Problem Statements: Individual Scoring Form; and the Logic Model Companion piece. In addition, web links to MiPHY and OHSP Crash Facts data were identified as useful. It was also noted that the overall SPF SIG Guidance Document would be beneficial as well. In addition to the above, the following items were also identified as being useful to have on the ODCP SPF SIG Website for future reference: SPF SIG 101 power point; RFI power point; as well as other items/power points Carolyn may deem useful based on input from the SPF SIG Site Visits she has been conducting. The need for an annotated bibliography for the items on the web (basic description of what it is) was also identified as being useful (e.g. what the document is and why it may be helpful).

#### Items New/Continuing:

- Data Repository Workgroup/Survey Results:



The recompiled survey results to get input on the Data Repository Indicators were reviewed. Group was reminded that a total of 64 people responded, and compiled information discussed. At the June meeting when initial results were reviewed, the SEW asked that data be re-run with CA, SAC and SEW responses only. There is also a desire to be able to look at consumption and consequence data. Following discussion, the top 15 indicators on the list seemed do-able, some in the near term and other items that may take longer to compile but should be possible. As a result, the SEW is recommending to the SAC that the first 15 items be given priority, with those items currently available to be the initial indicators used to build the system. Other indicators are recognized to be longer term, and of those 6, Alcohol and Drug Related Mortality is recommended as the first priority to address as a gap. (See attached list for specific indicators and recommendation language for the September SAC meeting).

#### Logic Model Expansion:

Joel reported on the results of the Logic Model Expansion workgroup. The workgroup met July 15 with the goal to develop a 'sample' Logic Model for Alcohol-Related Traffic Fatalities which could be used by the CAs as a training tool. The model will include best practices, strategies, and contributing factors, which are all items needed to be a complete model. The model is designed to take the user from the data to identifying a target; and from that point to identifying the data needed for evaluation. As part of their process, the workgroup looked at PIRE's Template Logic Model, which was felt to be useful in going either forward from priority setting to strategy, or backward from strategy to priorities and evaluation. However, PIRE's model is felt to be lacking in that it doesn't separate contributing factors data from evaluation data; PIRE's model also does not provide the initial indicators used to identify priority target areas. The workgroup's draft final model has eight items: 1) Needs assessment/initial data; 2) Problem area; 3) Substance use to be targeted; 4) Intervening variables; 5) Contributing Factors; 6) Data Indicators for contributing factors; 7) Strategies; 8) Data for evaluation. Talking points have also been developed for the Logic Model which describe the models and then explains how to do each step in the model.

This draft was shared by Joel with others in his region, receiving positive feedback as being useful for a variety of activities~ and in fact is already in use. It has also been shared with CUAD. Joel will also share a draft with Tine and Dianne who is chairing a similar workgroup looking at the Logic Model for underage drinking. The goal is to have these Logic Models coordinated as much as possible so their products are similar. The workgroup will next meet on August 15 to review the template draft and the talking points, with the goal of making final adjustments for presentation by Joel to the SEW in September. The final draft will be likely sent out prior to the SEW meeting so that it can be reviewed, and possible tried out, by others prior to finalization.

#### Additional Items/Next Steps:



ACTION			
<p>■ THE ACTION ITEMS ARE SIMILAR TO YOUR TASKS. ALL ACTION ITEMS MUST BE IN LINE WITH THE TPCI MODEL.</p> <p>■ IN THE FIELD “ACTION ITEM” PLEASE DESCRIBE FROM YOUR MEETING WHAT ACTION WILL BE TAKEN. IN THE FIELD “RESPONSIBLE,” PLEASE INDICATE WHO IS RESPONSIBLE FOR THAT ACTION. IN THE “DEADLINE” FIELD, PLEASE LIST THE DEADLINE FOR THE ACTION TO BE COMPLETED. IN THE “PROGRESS AND FOLLOW-UP ACTIONS” COLUMN, PLEASE TRACK THESE ACTION ITEMS OVER TIME.</p> <p>■ FOR EACH ITEM YOU LIST, YOU SHOULD DESCRIBE WHAT SHOULD HAPPEN (IN THE “ACTION ITEM” FIELD), &amp; WHAT ACTUALLY HAPPENED, (IN THE “PROGRESS AND FOLLOW-UP” FIELD). ALSO, INDICATE WHEN YOU COMPLETE THE ACTION ITEM.</p>			
ACTION ITEM	RESPONSIBLE	DEADLINE	PROGRESS AND FOLLOW-UP ACTIONS
1. Interdepartmental meeting with DOE, LPHA, and ODCP on how to better facilitate connection with CEW activity	Brenda will follow up with Larry and Carolyn		On-going. Meeting not yet scheduled.
2. CW/SEW Workgroup on MiPHY collaboration	Jill, Kori and Joel will represent SEW on this workgroup; meeting scheduled 8/28		On-going. Updates will be provided as group meets.
3. Logic Model Expansion Workgroup	Joel will continue to facilitate group and communicate with Dianne P., CUAD Chair. Logic Model Template Draft and Talking Points will be developed for presentation at September SEW meeting		
4. Useful Documents to re-distribute	Brenda will share list recommended by SEW with Carolyn; email SEW documents to CA Prevention Coordinators with notation other items will be available on ODCP website		



<b>WORKGROUP OVERLAP</b>		
<p>■ PLEASE LIST ANY ACTION ITEM, KEY POINT, OR MEETING OUTCOME (FROM ABOVE TABLES) THAT WILL AFFECT ANY OTHER WORKGROUP OR CLUSTER.</p> <p>■ LIST ANY DECISION, INFORMATION, POSITION, ETC., THAT YOU NEED FROM OTHER WORKGROUPS OR CLUSTERS.</p> <p>■ RECORDS OVERLAP AMONG WORKGROUPS EVEN IF THE WORKGROUPS ARE IN THE SAME CLUSTER.</p>		
<b>OVERLAPPING GROUPS</b> (PLEASE LIST ALL GROUPS)	<b>OVERLAPPING ISSUE</b>	<b>COMMUNICATION STRATEGY AND OTHER ACTIONS TAKEN TO RESOLVE OVERLAP</b>
<b>I.G.</b>	Need for Interdepartmental meeting with DOE, LPHA, and ODCP on how to better facilitate connection with CEW activity	Brenda will re-identify need to Carolyn and Larry
<b>CUAD</b>	Logic Model expansion	Joel and Dianne will communicate directly; cc'ing Brenda, Tine and Carolyn on correspondence
<b>CW</b>	MiPHY Marketing/PR Plan workgroup	Byron Doty, DOE, will be asked to cc Carolyn and Brenda on correspondence/ communication

<b>RESEARCH &amp; TECHNICAL ASSISTANCE REQUESTS</b>		
<p>■ PLEASE LIST EVERY REQUEST FOR RESEARCH, TRAINING, OR TECHNICAL ASSISTANCE HERE. PLEASE ALSO RECORD ALL ACTIONS TAKEN TO MEET THIS REQUEST. FOR EXAMPLE, YOUR REQUEST FOR RESEARCH MAY BE "NEED RESEARCH ON THE USE OF RISK ASSESSMENTS AT FIA." THE ACTION ITEM WOULD BE "GATHERING RESEARCH ON RISK ASSESSMENT FROM FIA." ANOTHER ACTION ITEMS MAY BE "JIM NYE GAVE A PRESENTATION ON THE RISK ASSESSMENTS USED BY FIA."</p> <p>■ NOTE THE REQUEST FOR RESEARCH IN THE "REQUEST FIELD." NOTE WHO YOU ARE CONTACTING TO MEET THIS NEED IN THE "TO WHOM" FIELD. NOTE ANY FOLLOW UP ACTION TAKEN IN THE "ACTION TAKEN" FIELD.</p> <p>■ PLEASE BE VERY CLEAR ABOUT WHAT IS NEEDED AND WHAT WAS DONE TO MEET THAT NEED.</p>		
<b>REQUEST</b>	<b>TO WHOM</b>	<b>ACTION TAKEN</b>

<b>NEXT MEETING</b>	
<b>DATE:</b>	SEPTEMBER 19, 2008
<b>TIME:</b>	9:00-10:40 A.M.
<b>LOCATION:</b>	GOB; DIMONDALE, MI

<b>ANY ADDITIONAL COMMENTS?</b>
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As SEW determined to start meeting monthly, SAC meetings were cancelled for July and August. The SEW will hold conference calls during those months, and meet in person again in September (9/19/08).



<b>ATTENDANCE</b>			
PLEASE LIST EVERY MEMBER FOR EVERY MEETING REGARDLESS OF ATTENDANCE. PLEASE PUT “YES” IF THE PERSON ATTENDED THE MEETING AND “NO” IF THE PERSON WAS ABSENT. LIST EACH GUEST THAT ATTENDED THE MEETING.			
<b>MEMBERS’ AND GUESTS’ NAMES</b>	<b>ORGANIZATION</b>	<b>WORKGROUP AFFILIATION</b>	<b>HERE? Yes/No</b>
Cindy Agle	MRC	Member	No
Amy Murawski/Kristy Bitterman/Jean Wagerly/	Saginaw Co. Dept. of Public Health (P.H.)	Member	No
Phil Chvojka	ODCP	Member	No
Jill Worden	Riverhaven CA	Member	Yes
Garry Goza	MDCH-HIV/STD EPI	Member	No
Marie Hansen	Prevention Network (PN)	Member	Yes
Merrilee Keller	Pathways	Member	No
Achilles Malta	Kalamazoo CMH	Member	Yes
Corinne Miller	MDCH- EPI	Member- Chair	Yes
Marci Scalera	Livingston-Washtenaw CA	Member	No
Larry Scott	ODCP	Member- Co-Chair	No
Joel Hoepfner	Mid South	Member	Yes
Brenda Stoneburner	ODCP	Member-ODCP Staff Liaison	Yes
Theresa Webster	SEMCA	Member	No
Herb Winfrey	Connexion, Inc	Member	No
Kori White-Bissot	Lakeshore CA	Member	No
Beverly Davenport	DHS	Member	No
Jessica Edwards	PIRE	Consultant	No
Eva Petosky/Linda Woods	Inter Tribal Council	Member	No
Kim Kovalchick	Dept. of Ed.	Member	Yes
Jim O’Neil	Madonna College MDOE	Member	No
Lisa Faulkner	Oakland County Health Div.	Member	No
Tine Laux	Prevention Fellow	Member	Yes
Pietro Semifero	OHSP	Member	Yes
Lisa Coleman	Genesee	Guest	No
Lori Cameron	DCH EPI	Guest	Yes